

SAMU Clubs TV/Equipment Booking Process and Equipment Booking Form

- The TV/Equipment must be booked at the SAMU City Center Campus front reception desk (7-292), no later than one business day prior to use.
- The TV/Equipment must be returned by 4:30 p.m. to the SAMU City Centre Campus front reception desk.
- If the club wants to use the TV/Equipment outside for regular business hours (8:30 to 4:40pm), members are responsible for arranging this with the Club Department staff.
- An Equipment Booking Form must be completed and signed by a club member at the time the booking request is submitted. The club member picking up the equipment must provide student ID.
- A club is only permitted to book and use the Club Departments TV for up to three hours per day, to a maximum of eight hours per week.
- A club is only permitted to book and use our sound system for up to 8 hours per day for a maximum of three days in a week.
- The TV/Equipment is not available to be booked on SAMU Club Days or SAMU Club promotional days.
- The Department reserves the right to decline a TV/Equipment Booking request if the equipment is required for other club department activities.
- If you have any questions, contact the Clubs Department Staff.



STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY

Equipment Booking Form

Name: Club Name:

Email: Cell Number:

Student ID:

Date and Time of Booking:

Equipment Item:	Unit Number:
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.....
.....

Specified return date and time:

PLEASE NOTE: Equipment must not be left unattended or be removed from CCC.

Equipment Liability Waiver

I, _____, agree to the safekeeping of the equipment detailed above and to return all items on the date specified. I assume full responsibility for any loss, damage, or theft that occurs while any Students' Association-owned equipment is on loan. All items must be returned in good condition. Failure to do so will result in a claim from the clubs department for reimbursement of associated cost or any reasonable costs incurred by SAMU.

Late Fee: Failure to return TV by 4:15pm on the booking date will result in a \$50.00 late fee, that will immediately be deducted from the club account.

Signed: Print Name

SAMU Signature: Print Name

Office use only

I confirm that the above item(s) have been returned in a satisfactory condition.

Signed: